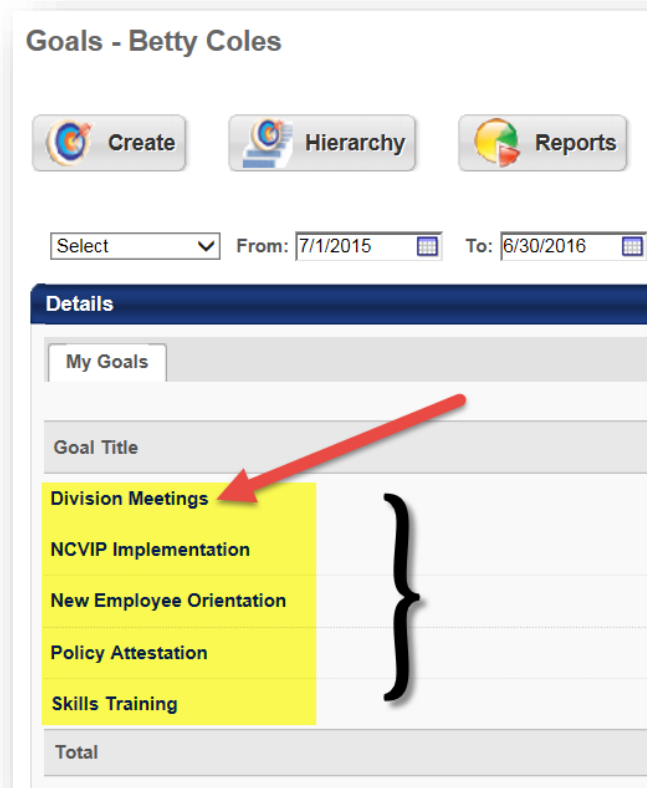


## Job Aid – Updating Your Goals – BEFORE JULY 1, 2016

1. Log into NCVIP. Hover over Performance, click on Goals.



2. Click on each of the goals, starting with the first:



3. Review your goal information. You may manually update the percentage of your goal progress by entering the percentage beside the task, and clicking

**Details**

**General**

Goal Title: Division Meetings

Goal Description: Meet with Division Leaders and learn Division roles and responsibilities for their group.

Progress:  0%

Start Date: 7/1/2015

Due Date: 6/30/2016

Status: On Track

Perspective: State of NC

Goal Category(s): Administrative Support

Weight: 5%

Visibility: ☒ Allow other users to see and align with this goal.

**Tasks**

Description	Start Date	Due Date	Weight	Progress
Request meeting with division directors and/or their management to tour facilities, job shadow, enquire as to their training needs by January 1, 2016.	7/1/2015	6/30/2016	50%	<input type="text" value="0"/> %
Follow up on requested training by communicating to Division Director and Personnel Contact as to time frames and feasibility of requests. Measured by management feedback.	7/1/2015	6/30/2016	50%	<input type="text" value="0"/> %

4. You can add attachments by clicking the “+” sign beside of “Attachments”, then click “Browse.” After you have found and uploaded your document, click “Upload.”

**Tasks**

Description

Request meeting with division directors and/or their management to tour facilities, job shadow, enquire as to their training needs by January 1, 2016.

Follow up on requested training by communicating to Division Director and Personnel Contact as to time frames and feasibility of requests. Measured by management feedback.

**Attachments** +

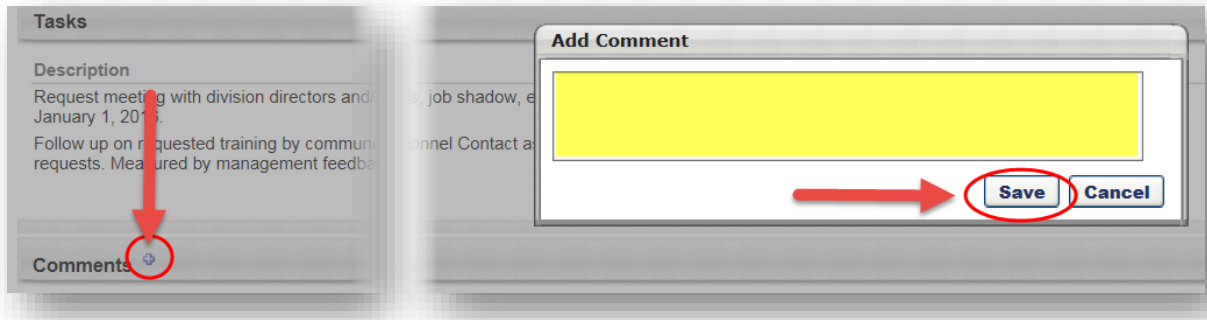
Attachments

**Comments** +

**Upload File**

Browse and upload any materials relevant to this Goals. Maximum file size is 1MB and is limited to Word, Excel, PowerPoint, pdf, txt, rtf, gif and jpg files.

5. You can add comments by clicking the “+” sign beside of “Comments”, and either type of copy and paste your comment, then click “Save.”



6. At the bottom of the page, click “SAVE.” This is very important! After that, click “Back” and that will take you back to your Goals page. Repeat these steps for all of your goals.

